



**Steven L. Beshear**  
Governor

**TRANSPORTATION CABINET**  
Frankfort, Kentucky 40622  
[www.transportation.ky.gov/](http://www.transportation.ky.gov/)

**Michael W. Hancock, P.E.**  
Acting Secretary

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**MEMORANDUM**

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**TO:** Michael L. Hill  
Director  
Division of Professional Services

**FROM:** Keith R. Damron, P.E.  
Director  
Division of Planning *For Keith Damron*

**DATE:** July 8, 2010

**SUBJECT:** Revised Consultant Prequalification Criteria for Bikeway Planning

Attached please find the revised consultant prequalification criteria for what is currently called Bikeway Planning. In consultation with the Division of Highway Design, we propose changing this category to the following:

**PEDESTRIAN & BICYCLE FACILITY PLANNING & DESIGN**

Should you have any questions or need additional information regarding this change, please contact myself, Lynn Soporowski or Felicia Harper at 564-7183.

KRD/FH/BSK

Attachment

c/att: Jeff Jasper



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**PEDESTRIAN & BICYCLE FACILITY PLANNING & DESIGN**  
**Engineering Service User: Division of Planning, Modal Programs Branch**  
**(502) 564-7183**

The following must be demonstrated in a separate section of the prequalification application to be considered.

1. **Firm Experience:** The level of knowledge and experience shall be demonstrated by providing information about projects in all of the categories listed below. It is helpful to include the role of the firm and some detail about pedestrian and bicycle facility planning or design aspect of the project. Also, include experience current staff has had on projects with another firm or agency. For work performed for clients other than the Kentucky Transportation Cabinet, include the contact information of the individual directly responsible for managing the project.
  - a. Master Planning: Creation of a city, county, or regional master plan for bicycle or pedestrian facilities.
  - b. Roadway Project Scoping: Involvement in the process of examining the pedestrian and bicycle needs as part of corridor study; screening and final determination on the appropriate pedestrian and bicycle facilities.
  - c. Roadway Project Design: Design of bicycle lanes, shared-use paths, sidewalks and other pedestrian and bicyclist amenities as part of a roadway or highway design project.
  - d. Streetscape Project Planning and Design: Pedestrian design that fits the urban context and includes pedestrian amenities in addition to sidewalks.
  - e. Off-road Project Planning and Design: Planning and design of standalone shared-use paths and other amenities, not included in a roadway project.
  - f. Other Experience: specialized pedestrian and bicycle design such as that in private development or local planning and zoning standards that demonstrates the firm's understanding of pedestrian and bicycle facility planning and design. Performance evaluations from previous work are helpful.
2. **Staffing:** The number of professionals, their direct experience, and their knowledge should be demonstrated as part of the application. The following information is required:
  - a. List all planners, engineers, landscape architects, and other professionals involved in pedestrian and bicycle facility planning and design. Indicate whether full or part time. For each staff member, include the following:
    - i. Name
    - ii. List educational, professional and relevant training credentials.
    - iii. List applicable projects and the staff member's direct role on each project. Projects from a previous company or agency may be applicable.
    - iv. List years of experience in pedestrian and bicycle planning and/or design.
    - v. Other information that demonstrates their proficiency in pedestrian and bicycle facilities.
    - vi. The firm shall have at least one Professional Engineer licensed in KY and that has worked on or supervised a bikeway project.
3. **Equipment & Software:** List any specialized equipment or software owned by the firm that has been used as part of applicable projects and the staff that has expertise for each.